

Annual Quality Assurance Report
(2015-2016)

Submitted by
Internal Quality Assurance Cell
STES's Sinhgad College of Commerce,
Kondhwa (Bk.), Pune (M.S.)

Submitted to
National Assessment and
Accreditation Council (NAAC)
Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

Sinhgad College of Commerce, Kondhwa

1.2 Address Line 1

Sr.No.40/4A+4B/1,Near PMC Octroi

Address Line 2

Kondwa-Saswad Road, Kondhwa, Pune

City/Town

Pune

State

Maharashtra

Pin Code

411048

Institution e-mail address

principal.scoc@sinhgad.edu

Contact Nos.

020-26933634

Name of the Head of the Institution:

Dr. Makarand S. Wazal

Tel. No. with STD Code:

020-26933634

Mobile:

08411887372

Name of the IQAC Co-ordinator:

Mrs.Jayashree V. Patole

Mobile:

09637414682

IQAC e-mail address:

aqar_scoc@sinhgad.edu

1.3 NAAC Track ID (For ex. MHCOGN 18879)

Yet to be allotted

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/PCA/56/ 132, Dated 16 Sept.
2011

1.5 Website address:

http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/Principals_Desk.html

Web-link of the AQAR:

http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/SCOC_Sr_AQAR_11_12.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.36	2011	15 th Sep. 2016
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

09/01/2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR (2011-12) Submitted to NAAC on 27/09/2012
- ii. AQAR (2012-13) Submitted to NAAC on 24/12/2013
- iii. AQAR (2013-14) Submitted to NAAC on 30/12/2014
- iv. AQAR (2014-15) Submitted to NAAC on 23/12/2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI, UGC)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Savitribai Phule Pune University, Pune

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and

01

Community representatives

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

2.10 No. of IQAC meetings held 04

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- More focus on 'Student Centric' activities to enhance their skills.
- Identifying more "Best Practices" and institutionalizing them.
- Strengthening and Monitoring Quality of Academics.
- Enhancing usage of ICT
- Strengthening Institutional Social Responsibility activities

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcomes achieved by the end of the year are as follows:

Plan of Action	Achievements
<p>More focus on 'Student Centric' activities to enhance their skills.</p>	<ul style="list-style-type: none"> ➤ Student Training Programme for all students ➤ Cultural activities conducted under Sinhgad Karandak 'NEON' Jan 2016. ➤ Sports activities conducted ➤ Organised Guest Lectures for students ➤ Conducted Harvard/IIM Case Studies for FY/SY and TY BBA Students. ➤ HBR Article based Quiz was conducted ➤ Conducted Intercollegiate Competitions ➤ Organised NSS camp. ➤ Organised Industrial Visit as a part of the academic curriculum
<p>Strengthening and Monitoring the Quality of Academics.</p>	<ul style="list-style-type: none"> ➤ All the programmes were regularly monitored with regard to teaching. The Feedback on Teaching was communicated to teachers, shared with faculty members and suggestions/ recommendations were given by the Principal. ➤ Academic Audit for all programmes conducted in the College. ➤ Use of advanced teaching methodologies such as Case Study method. ➤ Conducted GK&CA Quiz, Aptitude Tests, Group Discussions, Harvard Business Review (Article based) Quiz, Personal Interviews for all students. ➤ Business Communication Module was conducted to enhance Communication skills of the students. ➤ Excel Module was conducted to enhance computer proficiency of the students. ➤ Guest Lectures by Industry persons and academicians were held for students.
<p>Identifying more "Best Practices" and institutionalizing them.</p>	<ul style="list-style-type: none"> ➤ Efforts were taken for overall development of the students by conducting various activities under Student Training Programme throughout the year for all students. ➤ Skill Development Programme was conducted for M.Com students.

Strengthening Institutional Social Responsibility activities	<ul style="list-style-type: none">➤ NSS Winter Camp➤ Clean Pune and Green Pune Rally➤ Makar Sankranti Celebration➤ National Youth Week celebration
Enhancing usage of ICT	<ul style="list-style-type: none">➤ Purchased Two LCDs➤ Online feedback of Students with improved quality➤ Online STP Feedback

(Note: Academic Calendar for the Academic Year 2015-2016 is attached- Annexure: I)

2.15 Whether the AQAR was placed in statutory body: Yes

Management Syndicate Any other body

Provide the details of the action taken

The actions to be taken for Quality enhancement are decided in the LMC meetings held in the college and the action taken reports are submitted to the committee in subsequent meeting.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	–	–	–	–
PG	01	–	01	–
UG	03	–	03	–
PG Diploma	–	–	–	–
Advanced Diploma	–	–	–	–
Diploma	–	–	–	---
Certificate	–	–	–	–
Others	–	–	–	–
Total	04	Nil	04	00

Interdisciplinary	–	–	–	–
Innovative	–	–	–	–

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2+1 (CBCS)
Trimester	0
Annual	1

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback Online Manual Co-operating schools (for PEI)

****Please provide an analysis of the feedback in the Annexure II***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, the syllabus for the below mentioned classes is revised by Savitribai Phule Pune University for the AY 2015-2016.

- TYBBA, TYBCA, TYB.com
- The salient features are as follows:

The new syllabus is framed keeping the Industry requirement in mind.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	13	10	--	--	3

2.2 No. of permanent faculty with Ph.D. 04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	05	02	---	----	----	---	---	----	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty NIL 01 Visiting 08 Temporary

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	04	02
Presented	06	02	01
Resource Persons	---	01	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- (a) Using ICT methods for teaching- learning.
- (b) Use of Case study method for teaching
- (c) Quiz based on HBR articles.
- (d) Conducted Subject specific Objective Quiz
- (e) Organized Group discussions, Excel Module, Business Communication Module, Aptitude Test, GK&CA Test.
- (f) Conducted Personal Interviews for third year students.
- (g) Conducted Technical Modules for BCA students.

2.7 Total No. of actual teaching days during this academic year 195days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

For PG Programme: Seminars, Class Assignments, Presentations, Projects, and Internship

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01	---	----
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2.10 Average percentage of attendance of students 65%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBA	90	3	30	48	1	83.33
BCA	46	2	17	28	6	56.81

B.Com	111	4	28	18	1	50.45
M.Com	28	36	32	--	--	95.45

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Academic Audit for all programmes conducted in the College.
- Feedback on Teaching for all programmes- Analysis of each and communicating it to the respective teacher for improvement.
- Support in initializing/ establishing quality initiatives (Guest lecturers/ Conferences/ Case Study) for Students in the College.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	03
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	02	NIL	02
Technical Staff	01	01	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Initiatives undertaken to promote research and enrolment for Ph.D. Programme among the Faculty members by the College under 'Research Cell.'

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	01	-
Outlay in Rs. Lakhs	-	-	0.65 lakhs	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	01	-
Non-Peer Review Journals	-	-	-
e-Journals	02	-	-
Conference proceedings	02	04	01

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other Organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2015- 2016	SPPU	0.65 lakhs	0.65 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: 0.65 lakhs

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
Who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional

Social Responsibility

- NSS Winter Camp
- Clean Pune and Green Pune Rally
- Makar Sankranti Celebration
- National Youth Week celebration

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.6 acres	-	-	5.6 acres
Class rooms	12	-	STES	12
Laboratories	4	-	STES	4
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	34	2	STES & Savitribai Phule Pune University	36
Value of the equipment purchased during the year (Rs. in Lakhs)	14,94,728	1,00,000	STES & Savitribai Phule Pune University	15,94,7 28
Others	22,400	7	STES	15,766

4.2 Computerization of administration and library

- Zoom for Leaving Certificate and in Accounts for Administration and Students report
- GEMS for Administration
- Library Automation Software- AutoLib
- Tally ERP9 for daily accounting entries
- Paywhiz professional software for salary preparation
- e-Library equipped with e-database, viz., NList

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4478	616313	601	99620	5079	715933
Reference Books	2882	810714	15	23458	2897	834172
e-Books	-	-	-	-	-	-
Journals	26	27813	28	40045	28	40045
e-Journals	-	-	-	-	-	-
Digital Database	N-List	5000	N-List	34350	N-List	34350
CD & Video	260	500	160	Free	420	500
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	160	4	2	1	-	5	5	150
Added	NIL	-	-	-	-	-	-	-
Total	160	4	2	1	-	5	5	150

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Training workshops for teachers and students for technology up gradation like use of Library Software, use of applications like ERP.(GEMS software)

4.6 Amount spent on maintenance in lakhs:

i) ICT	17,152
ii) Campus Infrastructure and facilities	18,327
iii) Equipments	18,355
iv) Others	19606
Total:	73440

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

(a) Brief mention in the College Prospectus and Handbook.
 (b) College Website
 (c) First Year Students' Orientation Programme
 (d) Informal Interactions in the Classroom and Laboratories.

5.2 Efforts made by the institution for tracking the progression

(a) Student Interaction involving communication after the final year examinations, and
 (b) Database with department(s)

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1212	51	NIL	---

(b) No. of students outside the state 265

(c) No. of international students 50

No	%	Men	No	%	Women
899	71.18		364	28.82	

Last Year 2014-2015								This Year 2015-2016							
General	SC	ST	OB C	Physically Challenged	NT/ VJ	SBC	Total	General	SC	ST	OB C	Physicall y Challeng ed	NT/ VJ	SBC	Total
920	53	03	95	--	22	06	1099	1041	74	03	108	--	31	07	1263

Demand ratio 1.22:1.00

Dropout: 8.23%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Student Training Programme helps the students to prepare for competitive examinations.

No. of students beneficiaries

1212

5.5 No. of students qualified in these examinations

NET	NIL	SET/SLET	NIL	GATE	NIL	CAT	NIL
IAS/IPS etc	NIL	State PSC	NIL	UPSC	NIL	Others	NIL

5.6 Details of student counselling and career guidance

Guest Lectures and Seminars for career counseling.

No. of students benefitted

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
05	15	04	----	

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level
 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NA	NA
Financial support from government	12	135785
Financial support from other sources	NA	NA
Number of students who received International/ National recognitions	NA	NA

5.11 Student organised / initiatives

Fairs: State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To explore, establish and improvise continually in order to develop a complete learning experience along with providing infinite opportunities for development of the students and at the same time providing quality education to one and all.

Mission:

At Sinhgad College of Commerce, it is firmly believed that it is not merely an educational institution but a multi-purpose learning center running a wide variety of programs. SCOC aims to become one of the vital resource centers bringing together all groups including groups from marginalized communities for programs that will provide them with basic literacy, curriculum enrichment, skill development and training. At Sinhgad College of Commerce, it is ensured that the institution is an anchor to provide resources in terms of content renewal for the setting up of the learning centers for all types of communities. Sinhgad College of Commerce is also confident that mushrooming of such learning centers will work as a multiplier effect in spreading literacy and computer literacy and hence work toward closing the digital divide.

6.2 Does the Institution has a Management Information System

Yes, the Institute has MIS and it is presently used for Fee receipt preparation, leaving certificate preparation of Students.

MIS is also used by the Library to maintain online records of students, and staff members for issuing books.

There is also a software named as N-List in the library which is an electronic database for providing e-journals and e-books for students and staff members.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- (a) Regular Assignments and class tests were conducted to assess the performance of the students.
- (b) The Student Presentations were made for certain subjects.
- (c) SSQ i.e. Subject Specific Quiz was also conducted under the head of STP.
- (d) Subject related Case studies were also conducted.
- (e) Quiz based on Harvard Business Review were also taken.
- (f) A certificate course on Hacking was conducted by ATS for BCA Students.
- (g) Skill Development Program was conducted for M.Com. Part –II student's to enhance their taxation and Accounting Skills.

6.3.2 Teaching and Learning

- (a) Both Conventional and ICT methods are adopted for teaching- learning purpose.
- (b) The concepts are taught with the help of Harvard/IIM Case studies for few subjects.

6.3.3 Examination and Evaluation

- (a) Internal Examinations were conducted per Semester which were based on the subjective questions and question papers were designed as per University pattern.
- (b) Preliminary exam was also conducted for B.Com Students.
- (c) Student presentations were organized.
- (d) Class Tests were conducted.

6.3.4 Research and Development

- (a) Research Cell motivates and encourages the Faculty members to write research papers and present the same in the National and International Conference.
- (b) Faculty Members also presented their Research Papers in the reputed Journals and Conference Proceedings.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has purchased two LCD Projectors under the Quality Improvement Program of Savitribai Phule Pune University.

6.3.6 Human Resource Management

(a) The skills of the staff members are utilized for various academic and administrative purposes.

(b) The Institute also conducts various Faculty Development Programmes for its staff members.

6.3.7 Faculty and Staff recruitment

(a) Well qualified Faculty were recruited for B.Com and BBA Department through Local Management Committee based on the requirements.

(b) Roaster System is followed for Staff recruitment.

6.3.8 Industry Interaction / Collaboration

(a) College had organized an Industrial visit for the SY BBA students to acquaint them with the working and functioning of the manufacturing industries which will give them a better exposure.

(b) Guest Lectures were organized and Eminent Personalities from organizations were invited for the same.

6.3.9 Admission of Students

(a) Admissions of students were made as per the norms of Savitribai Phule Pune University.

(b) The details of the Admission Process are available on the College Website.

(c) Counseling to students to choose appropriate course /combination of subjects was done.

6.4 Welfare schemes for

Teaching	Gratuity, Medical Insurance, Group Insurance Scheme
Non teaching	Provident Fund, Medical Insurance, Group Insurance Scheme
Students	Earn and Learn Scheme, Workshop for girl-students on Personality Development.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Head of the Institution
Administrative	No	No	Yes	Head of the Institution

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

a) A meeting of Alumni Association was held.
 b) Alumni were invited for the Induction Program to share their opinion, views, experience and guide the fresher's for their careers.
 c) Alumni were also invited as a Judge for Cultural Program.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

NA

6.14 Initiatives taken by the institution to make the campus eco-friendly

Tree Plantation

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovations introduced during this academic year are as follows:

- (a) Use of Case study method of teaching
- (b) Student Training Programme
- (c) Skill Development Programme
- (d) Online Student Feedback

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Achievements
More focus on 'Student Centric' activities to enhance their skills.	<ul style="list-style-type: none"> ➤ Student Training Programme for all students ➤ Cultural activities conducted under Sinhgad Karandak 'NEON' Jan 2016. ➤ Sports activities conducted ➤ Organised Guest Lectures for students ➤ Conducted Harvard/IIM Case Studies for FY/SY and TY BBA Students. ➤ HBR Article based Quiz was conducted ➤ Conducted Intercollegiate Competitions ➤ Organised NSS camp. ➤ Organised Industrial Visit as a part of the academic curriculum

<p>Strengthening and Monitoring the Quality of Academics.</p>	<ul style="list-style-type: none"> ➤ All the programmes were regularly monitored with regard to teaching. The Feedback on Teaching was communicated to teachers, shared with faculty members and suggestions/ recommendations were given by the Principal. ➤ Academic Audit for all programmes conducted in the College. ➤ Use of advanced teaching methodologies such as Case Study method. ➤ Conducted GK&CA Quiz, Aptitude Tests, Group Discussions, Harvard Business Review (Article based) Quiz, Personal Interviews for all students. ➤ Business Communication Module was conducted to enhance Communication skills of the students. ➤ Excel Module was conducted to enhance computer proficiency of the students. ➤ Guest Lectures by Industry persons and academicians were held for students
<p>Identifying more “Best Practices” and institutionalizing them.</p>	<ul style="list-style-type: none"> ➤ Efforts were taken for overall development of the students by conducting various activities under Student Training Programme throughout the year for all students ➤ Skill Development Programme was conducted for M.Com students
<p>Strengthening Institutional Social Responsibility activities</p>	<ul style="list-style-type: none"> ➤ NSS Winter Camp ➤ Clean Pune and Green Pune Rally ➤ Makar Sankranti Celebration ➤ National Youth Week celebration
<p>Enhancing usage of ICT</p>	<ul style="list-style-type: none"> ➤ Purchased Two LCDs ➤ Online feedback of Students with improved quality ➤ Online STP Feedback

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

<p>(a) Student Training Programme (b) Skill Development Programme</p>

****Provide the details in annexure (annexure need to be numbered as iii)***

7.4 Contribution to environmental awareness / protection

NSS activities are based on environmental awareness like Clean and Green India.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT analysis)

STRENGTHS:

- Qualified staff
- Student Training Programme

WEAKNESS:

- Insufficient land for future expansion of the campus
- Inadequate transport facility

OPPORTUNITIES:

- More optional subjects as well as specializations can be provided to students.
- To provide skill based Training programs at UG Level to generate employability.

THREATS:

- Competition from Autonomous, Private & International Educational Institutes.

7.8. **Plans of institution for next year**

- (a) Preparation for NAAC reaccreditation.
- (b) To introduce new courses, specializations to the students
- (c) To provide more benefits to the students by availing various University Schemes.
- (d) To get PG Teacher Recognition by faculty working for PG course.

Name Mrs.Jayashree V.Patole

Coordinator, IQAC

Name: Dr. Makarand S. Wazal

Principal and Chairperson, IQAC

Annexure I: Academic Calendar for the 2015-2016

**STES'S
Sinhgad College of commerce
Kondhwa**

**ACADEMIC CALENDAR
2015-2016**

<i>June 2015</i>	
2 nd week 8.6.15 to 13.6.15	<ul style="list-style-type: none"> ✓ Admission Counseling ✓ Result Declaration (First Year BBA,BCA &B.Com)
3 rd week 15.6.15 to 20.6.15	Commencement of First Term for BBA,BCA &B.Com (15th June 2015)
4 th week 22.6.15 to 27.6.15	<ul style="list-style-type: none"> ✓ IQAC Meeting ✓ NAAC Meeting
5 th week 29.6.15 to 30.6.15	<ul style="list-style-type: none"> ✓ Seminar/Presentations of students

July 2015	
1 st week 1.7.15 to 4.7.15	Commencement of First Term for M.Com (1st July 2015) <ul style="list-style-type: none"> ✓ Van Mahotsava Day (India) Tree Plantation Activity ✓ Induction Programme for FY BBA, BCA & B.Com.
2 nd week 6.7.15 to 11.7.15	<ul style="list-style-type: none"> ✓ Remedial /Bridge Courses ✓ Guest Lecture Series
3 rd week 13.7.15 to 18.7.15	<ul style="list-style-type: none"> • 18.7.2015 Ramzan Id Holiday ✓ IQAC Meeting ✓ NAAC Meeting
4 th week 20.7.15 to 25.7.15	<ul style="list-style-type: none"> ✓ Unit Test for all classes ✓ Students Presentation
5 th week 27.7.15 to 31.7.15	<ul style="list-style-type: none"> ✓ PTA Meet ✓ Seminar/Presentations of students ✓ Harvard +IIM Cases for FY,SY & TY BBA

August 2015	
1 st week 1.8.15 to 8.8.15	<ul style="list-style-type: none"> ✓ Guest Lecture Series ✓ Co-Curriculum Activity (Student Training Programme)
2 nd week 10.8.15 to 15.8.15	<ul style="list-style-type: none"> • 15.08.2015 Independence day Holiday ✓ Harvard +IIM Cases for FY,SY & TY BBA ✓ Co-Curriculum Activity (Student Training Programme)
3 rd week 17.8.15 to 22.8.15	<ul style="list-style-type: none"> • 18.08.2015 Parsi New Year Holiday ✓ IQAC Meeting ✓ NAAC Meeting ✓ Co-Curriculum Activity (Student Training Programme)
4 th week 24.8.15 to 31.8.15	<ul style="list-style-type: none"> • 29.08.2015 Rakshabandhan Holiday & 30.08.2015 SUNDAY ✓ Alumini Meet ✓ International Students Meet ✓ Co-Curriculum Activity (Student Training Programme)

September 2015	
1 st week 1.9.15 to 5.9.15	<ul style="list-style-type: none"> ✓ B.Com Term End Examination ✓ Online Feedback of Students ✓ Teachers Day Celebration (5th Sep.) ✓ Co-Curriculum Activity (Student Training Programme)
2 nd week 7.9.15 to 12.9.15	<ul style="list-style-type: none"> ✓ B.Com Term End Examination ✓ BBA,BCA Internal Examination ✓ Co-Curriculum Activity (Student Training Programme)
3 rd week 14.9.15 to 19.9.15	<ul style="list-style-type: none"> ✓ BBA,BCA Internal Examination ✓ B.Com Backlog Practical Examination ✓ Internal Paper Assessment & Internal Mark Preparation for BBA,BCA,B.Com • 17.09.2015 Ganesh Chaturthi Holiday • Co-Curriculum Activity (Student Training Programme)
4 th week 21.9.15 to 26.9.15	<ul style="list-style-type: none"> • 25.09.2015 Bakri Id Holiday ✓ F Y B.Com Backlog Home Examination ✓ Co-Curriculum Activity (Student Training Programme)
5 th week 28.9.15 to 30.9.15	<ul style="list-style-type: none"> ✓ F Y B.Com Backlog Home Examination

October 2015	
1 st week 1.10.15 to 3.10.15	<ul style="list-style-type: none"> • 2.10.2015 Mahatma Gandhi Jayanti Holiday ✓ University Examination Backlog SY.&TY B.Com ✓ Home Practical Examination FYBCA ✓ University Practical Examination SY, TY BCA ✓ SYBBA Business Exposure Viva (Backlog)
2 nd week 5.10.15 to 10.10.15	<ul style="list-style-type: none"> ✓ University Examination Backlog SY.&TY B.Com ✓ University Examination Backlog & Regular SY.&TY BBA &BCA
3 rd week 12.10.15 to 17.10.15	<ul style="list-style-type: none"> ✓ University Examination Backlog & Regular SY.&TY BBA &BCA ✓ Home Examination Paper Assessment BBA,BCA,B.Com
4 th week 19.10.15 to 24.10.15	<ul style="list-style-type: none"> • 22.10.2015 Dussehra & 24.1.2015 Muharram Holiday ✓ IQAC Meeting ✓ NAAC Meeting ✓ Conclusion of First Term BBA,BCA,B.Com
5 th week 26.10.15 to 31.10.15	Diwali Vacation for Students (22/10/2015 To 18/11/2015)

November 2015	
3 rd week 16.11.15 to 21.11.15	Commencement of Second Term for BBA,BCA &B.Com
4 th week 23.11.15 to 30.11.15	<ul style="list-style-type: none"> ✓ Internal Examination for M.Com First Term • 25.11.2015 Guru Nanak Jayanti Holiday & 29.11.2015 SUNDAY HOLIDAY

December 2015	
1 st week 1.12.15 to 5.12.15	<ul style="list-style-type: none"> ✓ World AIDS Day (1st December) ✓ University Examination for M.Com First Term ✓ IQAC Meeting ✓ NAAC Meeting ✓ Result Declaration (FIRST YEAR) ✓ Co-Curricular Activity (Student Training Programme)
2 nd week 7.12.15 to 12.12.15	<ul style="list-style-type: none"> ✓ University Examination for M.Com. First Term ✓ Career Counseling Seminar for Third year Students • 7.12.2015 Kartik Ekadashee Holiday
3 rd week 14.12.15 to 19.12.15	<ul style="list-style-type: none"> ✓ NSS Camp ✓ Seminar/Presentations of students ✓ Guest lecture for S.Y.B.COM ✓ Co-Curriculum Activity (Student Training Programme)
4 th week 21.12.15 to 26.12.15	<ul style="list-style-type: none"> • 24.12.2015 Id-A-Milad Holiday & 25.12.2015 Christmas Day Holiday ✓ Guest Lecture Series ✓ Guest lecture for S.Y.B.COM, TYBOCM ✓ Co-Curriculum Activity (Student Training Programme)
5 th week 28.12.15 to 31.12.15	<ul style="list-style-type: none"> ✓ Industrial Visit for SYBBA ✓ Sinhgad Sports Karandak ✓ Co-Curriculum Activity (Student Training Programme)

January 2016	
1 st week 1.1.16 to 2.1.16	<ul style="list-style-type: none"> • Commencement of Second Term for M.Com ✓ Sinhgad Sports Karandak ✓ National Youth Week Celebration, (12 to 16 January) ✓ Co-Curriculum Activity (Student Training Programme)
2 nd week 4.1.16 to 09.1.16	<ul style="list-style-type: none"> ✓ Sinhgad Karandak –NEON ✓ Co-Curriculum Activity (Student Training Programme)
3 rd week 11.1.16 to 16.1.16	<ul style="list-style-type: none"> ✓ SPECTRUM 2016 ✓ Harvard +IIM Cases for FY,SY & TY BBA ✓ Co-Curriculum Activity (Student Training Programme)
4 th week 18.1.16 to 23.1.16	<ul style="list-style-type: none"> ✓ State Level Conference ✓ Guest lecture for F.Y.B.Com, S.Y.B.COM, TYBOCM ✓ Co-Curriculum Activity (Student Training Programme)
5 th week 25.1.16 to 30.1.16	<ul style="list-style-type: none"> • 26.01.2016 Republic Day Holiday ✓ PTA MEET ✓ International Students Meet

	<ul style="list-style-type: none"> ✓ Visit to Leprosy Hospital on World Leprosy Day (30th January) ✓ Domain Knowledge Quiz 2016 (B.Com) 28/01/2016
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February 2016	
1 st week 1.2.16 to 6.2.16	<ul style="list-style-type: none"> ✓ Business English Certificate Course ✓ Unit Test for all classes ✓ Guest Lecture Series (BBA) ✓ Co-Curriculum Activity (Student Training Programme)
2 nd week 8.2.16 to 13.2.16	<ul style="list-style-type: none"> ✓ Gender sensitization Programme ✓ IQAC Meeting ✓ NAAC Meeting ✓ Personality Development Workshop for Girl Students ✓ Co-Curriculum Activity (Student Training Programme)
3 rd week 15.2.16 to 20.2.16	<ul style="list-style-type: none"> ✓ Harvard +IIM Cases for FY,SY & TY BBA ✓ EVS Examination for SYB.Com ✓ Co-Curriculum Activity (Student Training Programme)
4 th week 22.2.16 to 29.2.16	<ul style="list-style-type: none"> ✓ Blood Donation Camp ✓ Seminar/Presentations of students ✓ Co-Curriculum Activity (Student Training Programme)

March 2016	
1 st week 1.3.16 to 5.3.16	<ul style="list-style-type: none"> ✓ Alumini Meet ✓ Research Article Quiz Competition (05.03.2016) ✓ Faculty Development Programme ✓ Co-Curriculum Activity (Student Training Programme)
2 nd week 7.3.16 to 12.3.16	<ul style="list-style-type: none"> • 7.03.2016 Mahashivratri Holiday ✓ BBA,BCA Internal Examination ✓ International Women's Day celebration (8th March) ✓ Co-Curriculum Activity (Student Training Programme)
3 rd week 14.3.16 to 19.3.16	<ul style="list-style-type: none"> ✓ Internal Paper Assessment & Internal Mark Preparation for BBA,BCA ✓ Home Practical Examination FY B.Com.
4 th week 21.3.16 to 26.3.16	<ul style="list-style-type: none"> • 25.03.2016 Good Friday & 26.03.2016 Shivaji Maharaj Jayanti Holiday ✓ Home Examination FYB.Com ✓ University Practical Examination & Project Viva for SY, TY BBA & BCA ✓ Online Feedback of Students
5 th week 28.3.16 to 31.3.16	<ul style="list-style-type: none"> ✓ Home Examination FYB.Com ✓ Home Examination Paper Assessment B.Com

April 2016	
1 st week 1.4.16 to 2.4.16	<ul style="list-style-type: none"> ✓ University Examination SY, TY B.Com ✓ IQAC Meeting ✓ NAAC Meeting
2 nd week 4.4.16 to 9.4.16	<ul style="list-style-type: none"> • 8.04.2016 Gudi Padwa Holiday ✓ University Examination SY, TY B.Com ✓ University & Home Examination SY, TY BBA, BCA
3 rd week 11.4.16 to 16.4.16	<ul style="list-style-type: none"> • 14.04.2016 Dr. Babasaheb Ambedkar Jayanti & 15.04.2016 Ramnavami Holiday ✓ University & Home Examination SY, TY BBA, BCA
4 th week 18.4.16 to 23.4.16	<ul style="list-style-type: none"> • 19.04.2016 Mahavir Jayanti Holiday ✓ Home Examination Paper Assessment for FY BBA, BCA ✓ Earth Day Celebration (22nd April)
5 th week 25.4.16 to 30.4.16	<ul style="list-style-type: none"> ✓ Home Examination Paper Assessment for FY BBA, BCA ✓ Internal Examination M.Com second Term • Conclusion of Second Term for BBA, BCA & B.Com

May 2016	
1 st week 2.5.16 to 7.5.16	<ul style="list-style-type: none"> ✓ University Examination M.Com second Term
2 nd week 9.5.16 to 14.5.16	<ul style="list-style-type: none"> ✓ University Examination M.Com second Term Conclusion of Second Term for M.Com
3 rd week 16.5.16 to 21.5.16	<ul style="list-style-type: none"> • 21.05.2016 Buddha Purnima Holiday Summer Break (1st May 2016 to 14th June 2016)

Principal

Annexure- II: Brief Report on Feedback Analysis on Teaching

Feedback on Teaching has been a routine practice of IQAC. The feedback is taken for all undergraduate and Post Graduate Programmes conducted in the College. The feedback is taken once a semester for all programmes.

- The various parameters on which teaching is assessed are: Voice clarity, Board Writing, Presentation skills, teaching speed, Command on English, Preparation done before delivering lecture, Syllabus coverage, Interaction with students during lecture, Pronunciation, Punctuality, Explanation of topic taught.
- The students are asked to grade teacher(s) .
- A detailed time table for execution of this programme is prepared by the IQAC. A circular is issued by IQAC detailing out the procedure on 'How and When to Conduct the Feedback'.
- The Feedback received by the IQAC is then assessed and analyzed.
- The results are discussed with the Principal. Wherever improvement is needed, an Interaction meeting is organized along with the Teacher(s) and Head of the Department to discuss the feedback to seek improvement in teaching. Efforts taken by teachers(s) to enhance the quality of their teaching are also appreciated.
- The analysis of feedback for the year 2015-2016, revealed that some teacher(s) have poor interaction with the student(s), incorrect pronunciation and poor preparation so unable to deliver systematically in class. Suggestions and recommendations were given to the teacher(s) in the Interaction meeting.
- However, overall efforts made on teaching in classroom and method and content of deliverables have been appreciated by the students.

Annexure-III: Best Practices

Annexure-III: Best Practices

(a) Best Practice I: Skill Development Programme- Direct Tax Advisor.

1) Title of the Practice: Skill Development Programme Course for M.Com. (Part-II) Students.

2) Goal: To promote the skills of the students required for development of direct tax counsellor's and taxation, as a career option amongst potential students. This Course shall help the students to learn the direct taxation and train them in a systematic manner. Sinhgad College of Commerce unveils yet another landmark achievement for M.Com.students since their alliance with the Ants Consulting Services Pvt. Ltd. Students are provided with theoretical as well as practical knowledge of the rules of direct taxation. They are also provided with On-Job Training and Soft Skill sessions.

3) The Context: As per the SPPU Core Structure, the duration of the Skill Development Programme consists of 60 hours for M.Com Part-II students, which contains lectures, demonstrations, hands – off experience, customer interfaces, etc. These sessions focuses on developing skill sets, which are required to become a Direct Tax Counsellor.

However, as a part of best practices, Sinhgad College of Commerce provided a detailed thorough knowledge to the students. The duration of this programme was 200 hours, which contained concepts of direct and indirect tax, tax deducted at source, etc. It also contained

practical learning by training the students to file various forms of Income tax and Sales tax. This programme will ensure employability, which will enable the students to progress at a great pace in their professional life.

4) The Practice:

M.Com, which imparts knowledge of direct taxation. This programme emphasizes on creating employability among the post-graduate students. For this purpose, Ants Consulting Services Pvt. Ltd. provided a professional trainer, who himself is a Chartered Accountant. The course consist of total 200 Hours, in which Ants provided the students with lecture series through PPT, training the learners to fill tax challan, and guiding them to file Income Tax Return forms. A Placement Drive was also conducted in Sinhgad College of Arts & Commerce, Narhe, which is a sister concern of Sinhgad College of Commerce, Kondhwa.

5) Evidence of Success: Evidence of success reflects through the 100% passing results of all the students in the examination conducted by Sector Skill, Savitribai Phule Pune University, as well as the feedback given by students.

6) Problems Encountered and Resources Required

- Absenteeism was maximum because students find it difficult and burdensome.
- Some students do not attend due to laziness and other trifling reasons.

Recourses required are as follows:

- Fully trained Instructors
- Classroom
- LCD

7) Contact Details:

Name of the Principal: Dr.Makarand.S.Wazal

Name of the Institution: Sinhgad College of Commerce

City: Pune

Pin Code: 411048

Accredited Status: B

Work Phone: 020-26933634

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E-mail:principal.scoc@sinhgad.edu

Best Practice II: Student Training Programme (STP)

1) Title of the Practice: Student Training Programme (STP) for FY, SY & TY BBA,BCA & B.Com students.

2) Goal: Is to provide a training platform for students, to enhance their communication presentation skills as well as to provide basic and advanced technical knowledge to students.

3) The Context: This training programme is framed to provide essential training to students in various areas such as Aptitude Test, General Knowledge & current affairs, do's and don'ts of Group Discussion, preparation for personal interviews, Case study methodology, and technical modules, etc.

4) The Practice:

At the beginning of STP Cycle we arrange STP Orientation programme for freshers. We usually conduct it in association with various Management consultancies such as T.I.M.E. This programme emphasizes on creating employability among the under-graduate students by training them. Student Training programme consist of two cycles in one academic year. Every cycle comprises of approx.18-19 weeks. The STP Calender is prepared at the beginning of the academic year in consultation with Principal Sir and management. The commencement and conclusion dates along with weekly activity calendar are displayed for the students. The STP college level coordinator in consultation with Principal Sir appoints the activity in-charges among faculty members. The necessary resources for conduction of activity are being provided under STP Budget. All the answer sheets for different activities are evaluated and marks are entered. At the end of STP Cycle the final STP Score sheet per student is prepared and displayed on notice board.

5) Evidence of Success: Evidence of success reflects through the feedback given by students. Most of the winners and runner up students in Intercampus Competitions conducted under STP are from Sinhgad College of Commerce.

Sr. No	Stream	Competition	Faculty Incharge	Date of Conduction	FY	SY
STP-BBA Feedback Analysis Sept.2015 Commerce,Kondhawa (Bk.)						
Total No. of Students who gave the feedback				213		
				%YES	%NO	
Q.1 I am satisfied with the existing STP Pattern				82	18	
Q.2Do you find STP useful for overall development?				80	17	
Q.3 What would you like best about STP?		Aptitude		30		
		GK&CA		31		
		BC&Excel Module		8		
		GD&PI		8		
		ALL		35		
Q4.What would you like to change about STP?		Adding new components		15		
		Adding no. of rounds in each component		13		
		Reducing no.of rounds in each component		23		
		No change		21		
Case study Feedback Analysis						
Total No.of Students who gave the feedback				213		
Q.1.Do you find the cases useful in understanding the theoretical concepts in a better way?				89	11	
Q.2Is the assessment clearly defined and fair?				86	14	
Q.3Are the instructor's positive and effective?				92	8	
Q.4Are contents explained in a clear way?				87	13	
Q.5 Is the personal preparation of Instructor for the Cases adequate?				83	17	
Q.6Do you find the cases burdensome?				49	51	

1	BBA	Inter-collegiate GK&CA Quiz Competition	Mr.Nagesh Kanki	25 th of January 2016		Winner , SCOC, Kondhwa Campus
2	BBA	Inter-collegiate Case Study Competition	Dr.Vishwas Swami	12 th of Februaury, 2016	Winner , SCOC, Kondhwa Campus	Runner up, SCOC, Kondhwa Campus
3	BBA	Inter-collegiate Domain Quiz Competition	Mrs.Jayashre e Patole	8 th March 2016	Winner , SCOC, Kondhwa Campus	-----
4	BBA(CA)	Inter-campus Research ArticleQuiz	Mrs. Kavita Rangari	5 th March 2016	Winner , SCOC, Kondhwa	Winner , SCOC, Kondhwa
5	BBA(CA)	Inter-campus Subject Specific Quiz Competition	Mr. Pramod Bora	26 th Feb 2016	Runner up, SCOC, Kondhwa Campus	Winner , SCOC, Kondhwa
6	B.Com	Inter-campus GK&CA Quiz Competition	Mrs.Mamta Hatkar	29 th Dec.2015	Runner up, SCOC, Kondhwa Campus	Winner , SCOC, Kondhwa
7	B.Com	Inter-campus Domain Knowledge Quiz	Mrs.Sangeeta Bandgar	28 th Jan.2016	Winner , SCOC, Kondhwa	Runner up, SCOC, Kondhwa Campus

STUDENT TRAINING PROGRAMME AY 2015-16
Intercollegiate Competition

6) Problems Encountered and Resources Required

- Absenteeism was maximum because students find it difficult and Burdensome.
- Some students do not attend due to laziness and other trifling reasons.

Recourses required are as follows:

- Fully trained Instructors
- Classroom
- LCD
- Stationary

7) Contact Details:

Name of the Principal: Dr.Makarand.S.Wazal

Name of the Institution: Sinhgad College of Commerce

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